



**MIAMI-DADE COUNTY
DEPARTMENT OF BUSINESS DEVELOPMENT**

**ACCOUNTING SERVICES REIMBURSEMENT PROGRAM
APPLICATION AND INFORMATION**

111 N.W. 1st Street • 19th Floor • Miami, Florida 33128 • Telephone: (305) 375-3111



**DEPARTMENT OF BUSINESS DEVELOPMENT
ACCOUNTING SERVICES REIMBURSEMENT PROGRAM**

FACT SHEET

To assist small business firms in meeting credit application requirements to obtain business loans or surety bonds, the Department of Business Development (DBD) is offering an Accounting Services Reimbursement Program. This program provides reimbursements for accounting services and business plan needs for eligible CSBE firms and helps in establishing long term relationships with Certified Public Accounting (CPA) firms.

Eligibility Criteria

CSBE firms may be eligible to receive a reimbursement for up to \$1,000 for accounting services or business plan preparation. The eligibility criteria for these services are as follows:

1. The contractor must be a certified CSBE
2. CSBEs must use a CPA firm that is licensed and in good standing with the State of Florida.
3. The first year reimbursement will be limited to one reimbursement per CSBE.
4. CSBE firms may receive a subsequent reimbursement for the second year that will not exceed \$500 per CSBE firm.

CSBE Responsibilities

1. CSBEs requesting assistance must complete an application and attach copy of CPA invoices marked paid or copy of cancelled checks, and copy of services provided by CPA.
2. CSBE must provide contact person, address and telephone number of CPA that the CSBE is currently using or intends to use. If CSBE does not have a CPA, DBD will provide a list of certified firms.

DBD Responsibilities

1. DBD will make available to the CSBE a pool of CPA firms to select from.
2. DBD will verify that the CPA is licensed and in good standing with the State of Florida.
3. DBD will verify that the services rendered are limited to preparation of financial statements, compilations, reviews, audits, tax returns, and business plans.
4. DBD will reimburse CSBE for up to \$1,000 for accounting or business plan services.
5. DBD will maintain and update database for reimbursement transactions.

For question or additional information about the program, please contact:

**Department of Business Development – located at the Stephen P. Clark Center
111 N.W. 1st Street • 19th Floor • Miami, FL 33128
Phone: (305) 375-3111 • Fax: (305) 375-3160 • www.miamidade.gov/dbd**

**DEPARTMENT OF BUSINESS DEVELOPMENT
ACCOUNTING SERVICES REIMBURSEMENT PROGRAM
REIMBURSEMENT APPLICATION**

CSBE INFORMATION

CSBE Business Name: _____

Address: _____

Telephone: _____ Facsimile: _____

Contact Person: _____

CSBE Certification Expiration Date: _____

CPA INFORMATION

Name of CPA: _____

Address _____

Contact Person: _____ CPA License No. _____

Telephone: _____ Facsimile: _____

SERVICES PROVIDED BY CPA:

☐ Accounting Services ☐ Business Plan ☐ Both Accounting & Business Plan

Amount of Invoice(s) For Services Provided (Attach Copy): \$ _____

Amount of Reimbursement Request: \$ _____

(Reimbursement is limited to \$1,000 for accounting or business plan services)

PENALTY FOR FALSE STATEMENT:

Section 21-24.1 of the Code of Miami Dade County provides: "It shall be unlawful of any person directly or indirectly on his/her own behalf of another or others to make or file with any officer or employee or department or division of the County any false statement or representation with knowledge of the falsity thereof and for the purpose or with the intention of receiving for himself or another or others any benefits. Violation of the above provision is punishable by a fine not to exceed five hundred dollars or by imprisonment in the County jail for a period not to exceed sixty days or both.

CSBE Owner

Date

For DBD Use Only

CPA in Good Standing? ☐ Yes ☐ No Date _____ Initials _____

Reimbursement ☐ Approved ☐ Denied By: _____

If Approved, Date Forwarded to Finance: _____